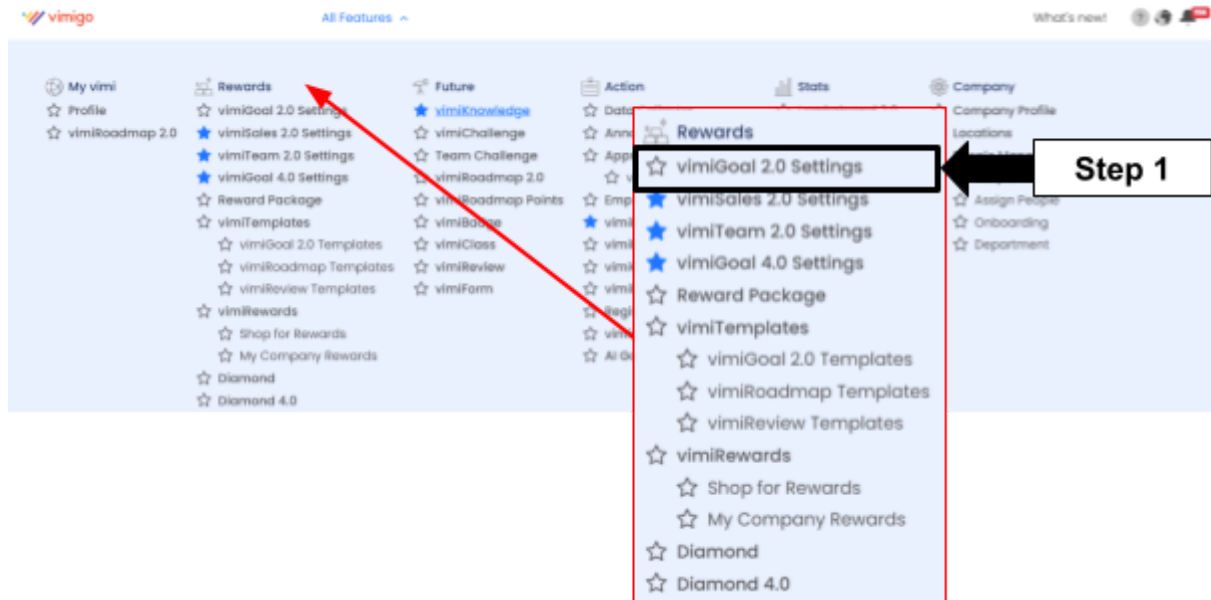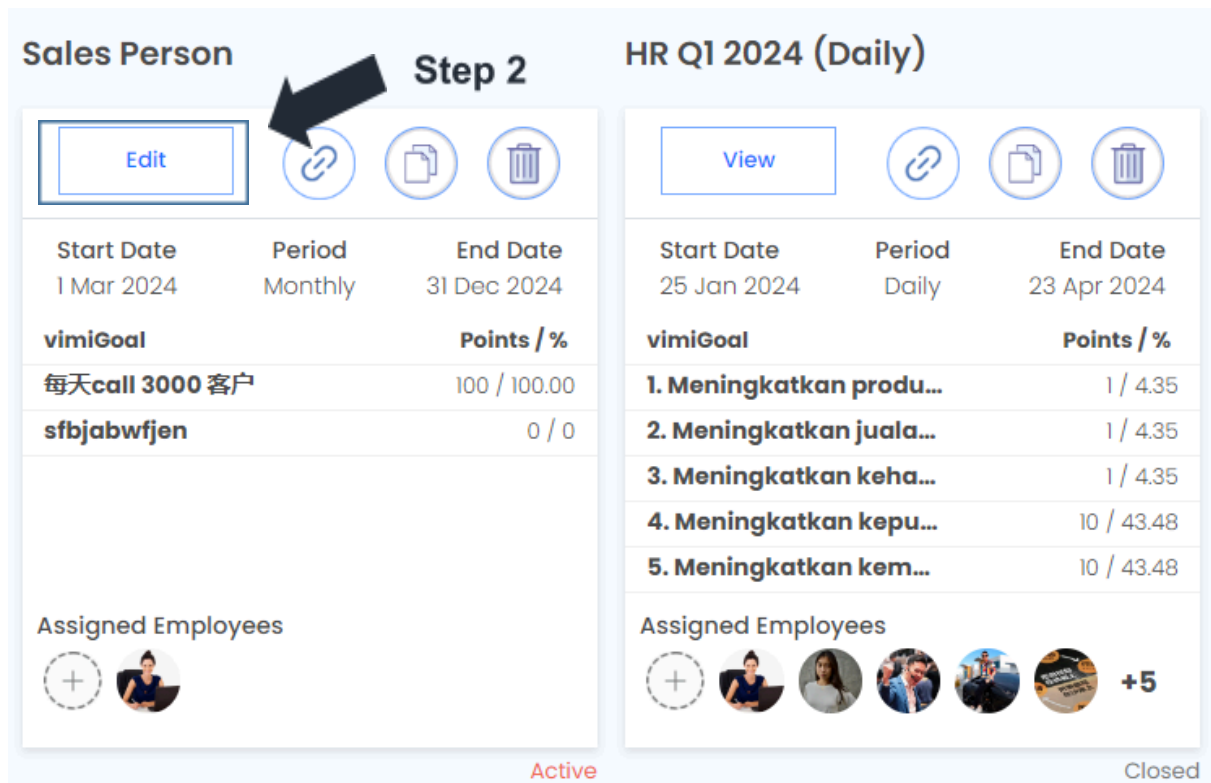# How to edit vimiGoal 2.0 settings

Step 1: Head over to **All Feature** Tab at the top of the website ⬚ Under **Rewards** list, click on **vimiGoal 2.0 Settings**

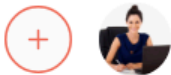Step 2: **VimiGoal 2.0 Settings** page ⬚ Click on **Edit** on the goal that you want to edit.

Step 3: Pop-up page will appear ☐ Start to edit the **vimiGoal, Description, Points, Scoring** and arrange it accordingly

| | Mar | Apr | **May** | Jun | Jul | Aug | Sep | Oct | Nov | Dec | | |

	VIMIGOAL	DESCRIPTION	POINTS	%	SCORING	ACTION
⋮⋮	每天call 3000 客户		100	100.00	☑ Step 3	🗑
⋮⋮	Good Reputation	好评在80%以上	0	0	☐	🗑
⋮⋮				0	☐	🗑

TOTAL POINTS 100.00

Step 4: Click on **Save** button on the **bottom of the page**

Employees Assigned (1) ?

(+)

Active ⌄	Select Departmei ⌄

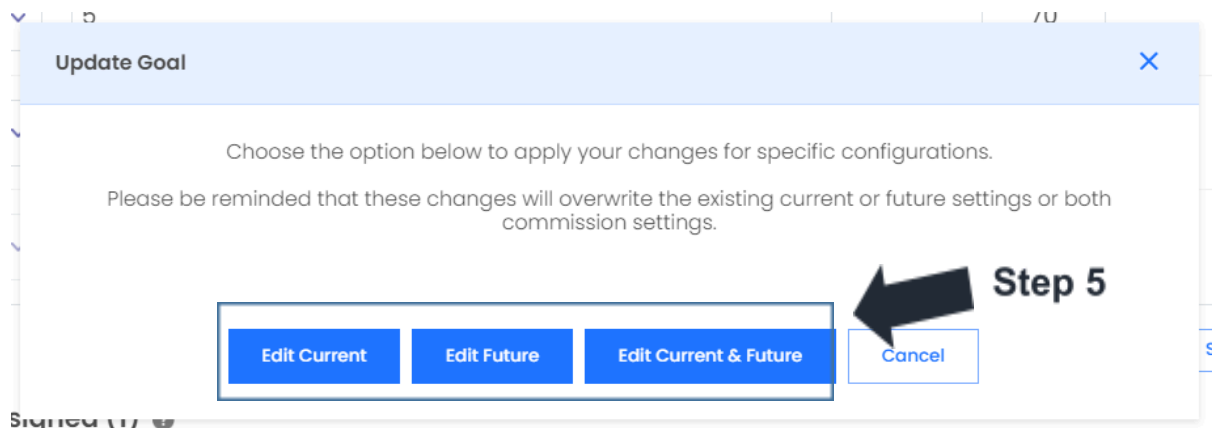| AK	**Aditya Kumar** Production Operator	A0	**Admin** Custom
AK	**Adrian Kok** Sales Department	AH	**ADRIAN** Sales De
AL	**Andy Leow** Sales Department	AE	**Ang Ch** Sales De

Step 4

Save   Cancel

Step 5: **Save** ⬜ 3 types of edit buttons will appear: **Edit Current**, **Edit Future**, **Edit Current & Future**.

> ** *Edit Current*: Allow you to make and save all the changes for the current month you are editing at. **

> ** *Edit Future*: Allow you to remain everything for the current month and start to make changes for the future month. (Eg: You are editing November, your changes will only start from December) **

> ** *Edit Current & Future*: Everything will directly change from the current month until the future. **

Step 6: **Edit Current & Future** ⬜ A message stated 'vimiGoal is updating now for current & future' will appear.